

Administration

# **Defense Supply Service— Washington**

Headquarters  
Department of the Army  
Washington, DC  
11 June 1985

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 1-39  
Defense Supply Service--  
Washington

This revision--

- o Implements DOD Directive 5335.2 "Defense Supply Services in the National Capital Region" (chap 1 and app B). It explains the mission and functions (chap 1) of the Defense Supply Service--Washington, provides guidance for management and accountability of public property (chap 2), and explains financial management policies and procedures (chap 3).
- o States policies for acquiring office furniture and furnishings and gives sample configurations (chap 4 and apps D, E, and F). In addition, a new form (DA Form 5422-R) replaces OSA Form 11-R.

Effective 11 June 1985

## Administration

### Defense Supply Service— Washington

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

DONALD J. DELANDRO  
*Brigadier General, United States Army*  
*The Adjutant General*

5335.2 (app B). This revision provides guidance for obtaining administrative acquisition, supply, contractual and related services for all Department of Defense components in the National Capital Region. It clarifies and updates policies and procedures for property management and accountability and outlines financial management policies. This revision also provides standards for office furniture and furnishings provided to all Department of the Army activities in the National Capital Region.

**Applicability.** This regulation applies to all Department of Defense components, agencies, and activities in the National Capital Region unless specifically exempted.

**Proponent and exception authority.** The proponent agency of this regulation is the Office of the Secretary of the Army.

**Impact on New Manning System.**

This regulation does not contain information that affects the New Manning System.

**Army management control process.**  
Not applicable.

**Supplementation.** Supplementation of

this regulation is prohibited without prior approval from HQDA (SAMO), WASH DC 20310–0105.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (SAMO), WASH DC 20310–0105.

**Distribution.** Active Army—MDW only, ARNG—activities in NCR only, USAR—activities in NCR only.

**History.** This UPDATE printing publishes a revision which is effective 11 June 1985. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 11 July 1973.

**Summary.** This regulation on the mission, functions, and operations of the Defense Supply Service—Washington (DSS–W) has been revised. It updates the mission statement, functions, and operations, and implements DOD Directive

## Contents (Listed by paragraph and page number)

### Chapter 1

**Introduction,** *page 1*

Purpose • 1–1, *page 1*

References • 1–2, *page 1*

Explanation of abbreviations and term • 1–3, *page 1*

Responsibilities • 1–4, *page 1*

Mission • 1–5, *page 2*

Requisitioning policies and procedures • 1–6, *page 2*

### Chapter 2

**Property Management and Accountability,** *page 2*

Policy • 2–1, *page 2*

\*This regulation supersedes AR 1–39, 11 July 1973.

## **Contents—Continued**

Issue of public property • 2-2, *page 2*  
Accountability records • 2-3, *page 2*  
Serviceable used property • 2-4, *page 3*  
Transfer of property • 2-5, *page 3*  
Non-Government property • 2-6, *page 3*  
Acquisition and disposal of public property • 2-7, *page 3*  
Safeguarding of public property • 2-8, *page 3*  
Inventory of public property • 2-9, *page 3*  
Property surveys • 2-10, *page 3*  
Property loss • 2-11, *page 3*

### **Chapter 3**

#### **Financial Management, *page 4***

Financial management policy • 3-1, *page 4*  
HQDA activities • 3-2, *page 4*  
Non-Army and Army field activities • 3-3, *page 5*

### **Chapter 4**

#### **Office Furniture and Furnishings, *page 5***

Policy • 4-1, *page 5*  
Acquisition • 4-2, *page 5*  
Redistribution of furniture and furnishings • 4-3, *page 5*  
Exceptions • 4-4, *page 5*

## **Appendixes**

- A.** References, *page 6*
- B.** DOD Directive 5335.2, *page 8*
- C.** Standards, *page 9*
- D.** Standard Furnishings—Private Office, *page 10*
- E.** Standard Furnishings—Open Work Station, *page 19*
- F.** Modular Furnishings, *page 22*

## **Table List**

Table D-1: Standard items for private office space, *page 10*  
Table E-1: Standard items for open work stations, *page 19*  
Table E-2: Table for Figure E-1: O-1, O-2, O-3 Combination, *page 21*  
Table F-1: Standard items for modular furnishing configurations, *page 22*

## **Figure List**

Figure D-1: Space Categories P-1 and P-2, *page 12*  
Figure D-2: Space Category P-3, *page 12*  
Figure D-3: Space Category P-4—GS 15-/14 or O-7, O-6, *page 13*  
Figure D-4: Space Category P-4—GS 14, *page 14*  
Figure D-5: Space Category P-5, *page 15*  
Figure D-6: Space Category P-6, *page 16*  
Figure D-7: Space Category P-6A, *page 17*  
Figure D-8: Space Categories P-5 and P-6, *page 18*  
Figure E-1: Space Categories O-1 through O-3, *page 20*  
Figure F-1: Supervisory Personnel\*, *page 23*  
Figure F-1: Supervisory Personnel—Continued, *page 23*  
Figure F-2: Data Entry Personnel\*, *page 24*  
Figure F-2: Data Entry Personnel—Continued, *page 24*

## **Contents—Continued**

Figure F-3: WPC Personnel\*, *page 25*

Figure F-3: WPC Personnel—Continued, *page 25*

Figure F-4: Clerical Personnel\*, *page 26*

Figure F-4: Clerical Personnel—Continued, *page 26*



## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation describes the mission, functions, and operation of the Defense Supply—Washington (DSS-W). It also prescribes standards for office furniture and furnishings and provides policy guidance for obtaining services, supplies, and equipment in the National Capital Region (NCR).

#### **1-2. References**

Required and related references and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and term**

##### *a. Abbreviations.*

- (1) APO—accountable property officer.
- (2) DSS-W—Defense Supply Service—Washington.
- (3) DOD—Department of Defense.
- (4) HQDA—Headquarters, Department of the Army.
- (5) ISSA—Interservice Support Agreement.
- (6) MIPR—Military Interdepartmental Purchase Request.
- (7) NCR—National Capital Region.
- (8) OCSA/SMD—Office of the Chief of Staff, U.S. Army/Staff Management Division
- (9) OMA—Operation and Maintenance, Army
- (10) OPA—Other Procurement, Army
- (11) SAAA—Administrative Assistant to the Secretary of the Army
- (12) S&BS-W—Space & Building Management Service—Washington

*b. Term.* Bureau—DSS-W nomenclature for serviced activity based upon the four-digit designator (bureau number) which appears on all requisitions.

#### **1-4. Responsibilities**

*a.* Under the direction of the Administrative Assistant to the Secretary of the Army, the Director, DSS-W is responsible for the operation of the DSS-W. Through the Coordinator for Headquarters Services—Washington, the Director will—

(1) Administer and control funds made available for HQDA (Departmental) supply, service, and equipment expense, as well as provide guidance for appropriate budgeting and funding for serviced field operating and staff support agencies in the NCR.

(2) Oversee the preparation of budget estimates for the service, supply, and equipment expenses of Headquarters, Department of the Army (HQDA).

(3) Determine the necessity and propriety of all purchases from funds provided or cited by Army NCR activities.

(4) Develop and disseminate policies and procedures for administrative acquisition, service, and supply for all Army activities located in the NCR.

(5) Ensure accountability for public property in use in HQDA and in designated support activities in the NCR as well as for certain field, joint, and DOD activities as assigned or mutually agreed upon.

(6) Represent the Secretary of the Army on issues relating to acquisition, service, supply, and associated matters for which DSS-W is responsible.

##### *b.* Heads of agencies and activities in the NCR will—

(1) Designate supply coordinator(s) and alternate(s) as required.

(2) Appoint a fiscal officer and alternate for transactions including fund citations. HQDA agencies will be supported by DSS-W for departmental service, supply, and equipment funding.

(3) Assure that a DD Form 577 (Signature Card) is completed for each supply coordinator, fiscal officer, and alternate and that the forms are sent to DSS-W, Room 1E250, Pentagon, WASH DC 20310-5230.

(4) Upon termination of assignment of supply coordinators, fiscal officers, and alternates, ensure that DSS-W receives the following:

(a) Written notification of date of termination of assignment.

(b) Completed DD Forms 577 for replacements.

(c) Documentation of transfer of responsibility for accountability property.

(5) Direct all requests for exception from policy to the Director, DSS-W. If the matter cannot be resolved with the Director, requests will be sent, together with justification, through command channels to the Administrative Assistant to the Secretary of the Army (SAAA), Room 3E733, Pentagon, WASH DC 20310-0101.

##### *c.* Supply coordinators will—

(1) Prepare, review, approve, and process DD Form 1262 (Administrative Service Request) or DA Form 5422-R (Request for Bulk Fund Order) (formerly OSA Form 11-R) for supplies, materials, equipment, and services. DA Form 5422-R will be reproduced locally on 8½- × 11-inch paper. A copy for local reproduction is located at the back of this regulation. A DD Form 1262, citing funds, must be signed by both the agency/activity supply coordinator and the fiscal officer or their alternates.

(2) Serve as liaison between their agency and DSS-W.

(3) Maintain records for public property in their agency according to chapter 2 of this regulation.

(4) Monitor delivery status of all supplies purchased for direct shipment to their agency and all services to be performed at their agency. They will promptly notify DSS-W of delinquent delivery of such supplies/services on DD Form 375-2 (Delay in Delivery (Flash Notice)).

(5) Unless otherwise specified in the procurement instrument, serve as focal point for inspection and signatory authority for acceptance of all supplies and services purchases by DSS-W for their agency/activity. They will promptly provide DSS-W and the designated precertification or finance office with appropriate proof of inspection and acceptance (signed) DD Form 1155 (Order for Supplies or Service/Request for Quotations) or DD Form 250 (Material Inspection and Receiving Report) or other receiving report documentation.

d. Fiscal officers will authenticate fund availability for service, supply, and equipment requests by signing the DD Form 1262 in the block immediately below the fund citation.

e. Semiannually, DSS-W will issue DOD 5335.2-L-1A, which is a listing of supply coordinators, fiscal officers, and Executive Officers.

### **1-5. Mission**

The mission of DSS-W is to provide a central service within the NCR for the performance of administrative acquisition, supply, contractual, and related services for all DOD components located in the NCR. Detailed functions are in DODD 5335.2 (app B). Acquisition by DSS-W-serviced activities other than by or through DSS-W is not authorized.

### **1-6. Requisitioning policies and procedures**

a. DSS-W publishes and distributes a detailed handbook, DOD 5335.2-M- 1A which is provided to all Executive Officers, supply coordinators, and fiscal officers. This document contains the guidelines and procedures necessary to enable all activities to obtain authorized supplies, equipment, and services through DSS-W.

b. Requests for additional copies and/or questions should be directed to Chief, Quality Assurance Branch, DSS-W, Room 1D257, Pentagon, WASH DC 20310-5210.

## **Chapter 2 Property Management and Accountability**

### **2-1. Policy**

Federal law and DOD policy requires that an account be maintained of all property acquired for use by a bureau and that it be safeguarded.

### **2-2. Issue of public property**

Property/equipment provided by DSS-W will be issued to the agency/activity hand receipt holder (supply coordinator) on a DD Form 1262 or DD Form 1155 which will serve as a temporary hand receipt. The appropriate DD form will be signed by the supply coordinator who will retain a copy, forward a copy to DSS-W, Supply Management Branch, Room 1E250, Pentagon, WASH DC 20310-5230, and alert the cognizant accountable property officer (APO).

### **2-3. Accountability records**

a. Non-Army bureaus will comply with appropriate DOD and service regulations.

b. DSS-W will establish and maintain central property accountability records for HQDA agencies/activities in accordance with AR 735-5 and designate an APO for HQDA bureaus in accordance with AR 710-2.

c. The head of each HQDA bureau is responsible to DSS-W for maintaining a proper account of and safeguarding nonexpendable property and serially- numbered equipment under the activity's control. Each bureau will maintain property records for all items that it uses. Bureau records will include the following formally issued hand/subhand receipts:

(1) DA Form 2062 (Hand Receipt/Annex Number).

(2) DD Form 1262 (Administrative Service Request).

(3) DD Form 1155 (Order for Supplies for Services/Request for Quotations).

(4) DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).



(5) DD Form 1327 (Pickup and Transfer Request).

d. Non-HQDA Army bureaus in the NCR obtaining services from DSS-W will maintain property accountability records in accordance with AR 710-2.

#### **2-4. Serviceable used property**

When possible, requirements for furniture, furnishings, and equipment will be met by issuing serviceable, used property. Generally, these items will have been refurbished prior to issue.

#### **2-5. Transfer of property**

Except as authorized by DSS-W, property will not be transferred between serviced activities, nor will property be shipped to or from serviced activities without prior clearance from DSS-W. In the case of an organization's transfer into or from HQDA, the activity being affected will conduct a physical count of all property to be transferred. A complete listing of the property involved will be furnished to DSS-W, Supply Management Branch, Room 1E250, Pentagon, WASH DC 20310-5230 on DD Form 1149 (Requisition and Invoice/Shipping Document).

#### **2-6. Non-Government property**

a. Furniture, furnishings, and equipment not owned by the Government will not be brought into space occupied by serviced Army elements without prior authorization from the Director, DSS-W. This includes items proposed for loan or demonstration by a commercial organization or for a trial period. Equipment lent by a vendor while Government property is being repaired is excluded.

b. Personal property will not be repaired at public expense.

c. The Department of the Army (DA) will not assume responsibility for personal property.

#### **2-7. Acquisition and disposal of public property**

Subject to the review and approval of DSS-W, property will be furnished upon receipt of DD Form 1262. Surplus property will be reported promptly to DSS-W on DD Form 1327.

#### **2-8. Safeguarding of public property**

a. All employees are responsible for care of equipment and other property made available to them.

b. Those persons who are responsible for specific items of property will execute subhand receipts. (The Army will use DA Form 2062.) These persons are responsible for the security of these items in accordance with Federal Property Management Regulations (FPMR). Security measures will include the following:

(1) Ensuring that office spaces are locked during nonduty hours.

(2) Fastening serially-numbered items to furniture whenever possible so they cannot be moved except as authorized.

(3) Ensuring that small serially-numbered items are locked in appropriate containers when not in use.

(4) Property signed out for use in places other than the official duty stations requires completion of an Optional Form 7 (Property Pass).

#### **2-9. Inventory of public property**

a. Non-Army activities will comply with appropriate OSD and service regulations.

b. HQDA activities will conduct a physical inventory of all public property (RCS SAOSA-140) and equipment annually and upon change of hand receipt holders. Results of the inventory will be reported to DSS-W on DA Form 2182 (Inventory of Public Property), by validating/annotating the computer listings provided by DSS-W, or by verifying the presence of the property by photoelectromagnetic means.

c. An inventory will be taken of all public property of the activity upon change of hand receipt holders. The inventory will be completed before the new officer assumes responsibility. The outgoing officer will help conduct the inventory. If the outgoing officer is unable to be present for the inventory, the Executive Officer will appoint someone to perform this duty. A copy of the inventory findings will be provided to the Supply Management Branch, DSS-W, Room 1E250, Pentagon, WASH DC 20310-5230.

#### **2-10. Property surveys**

In order to ensure maximum use of Government property at minimum expense, each serviced Army element will conduct an internal survey annually or as otherwise required.

#### **2-11. Property loss**

a. When HQDA property is determined to be missing, the hand receipt holder will promptly report the loss to the appropriate security force in accordance with local building procedures. (Non-HQDA Army activities will report the loss of property through appropriate command channels according to AR 735-11; non-Army bureaus will comply with the appropriate DOD or service regulation). Within 30 days of discovery of the loss, a request for investigations to determine responsibility for the missing HQDA property will be forwarded to DSS-W. The request should include a

statement that the organization's offices were searched and the items were not found. This request must be supported by the following:

- (1) A statement from the responsible person describing the circumstances of the loss.
  - (2) A copy of the loss report made to the security force.
  - (3) A copy of the building circular or similar local publication reporting the loss and requesting notification if the missing items are located.
- b.* The APO will prepare the DA Form 4697 (Department of the Army Report of Survey) to include all the pertinent facts and circumstances surrounding the loss. The information provided by the hand receipt holder will be concise. The appointing authority is the Director, DSS-W, or his or her designee who can determine the need for appointing a surveying officer or recommend release from responsibility without action by a surveying officer. If a surveying officer is appointed to determine responsibility for loss, a thorough investigation will be conducted. The surveying officer will enter in block 26 of DA Form 4697 the facts on which his or her recommendations are based. If pecuniary liability has been determined, the surveying officer will enter one of the following recommendations:
- (1) Employees will be held liable. Collection will be effected as provided in AR 735-11 if such liability arises from a factual situation.
  - (2) Employees will not be held liable and the property is dropped from accountability.

## **Chapter 3**

### **Financial Management**

#### **3-1. Financial management policy**

- a.* To properly monitor the acquisition process, all requisitions are processed through the Financial Management Branch of DSS-W for allocation of funds prior to forwarding for processing.
- b.* DSS-W has established and funded bulk fund orders for the following:
- (1) Books.
  - (2) Carpet services.
  - (3) Drapery services.
  - (4) Engraving services.
  - (5) Furniture upholstery.
  - (6) Laminating services.
  - (7) Laundry services.
  - (8) Refinish furniture services (metal).
  - (9) Refinish furniture services (wood).
  - (10) Repair of office equipment.
  - (11) Repair material handling equipment.
  - (12) Rubber stamps.
  - (13) Safe services.
  - (14) Shipment and delivery.
  - (15) Stenographic translation services.
  - (16) Stenographic verbatim recording.
  - (17) Subscriptions.
- c.* The Financial Management Branch, DSS-W Room 1E231, Pentagon, WASH DC 20310-5210 will provide assistance to any DOD component wishing to utilize these bulk funds on a reimburseable basis through Inter-Service Supporting Agreements (ISSAs).
- d.* Since the acquisition work load is dynamic, knowledge of the future acquisition plans of serviced activities would enable DSS-W to better plan work assignments. Copies of these acquisition plans should be sent to the Director, DSS-W when formulated. For major programs, time schedules and documentation for outyear acquisitions submitted in advance would be of significant value in assuring that a requisition will be correct and ready for processing upon receipt in DSS-W.
- e.* DSS-W can administer funds provided by other agencies. Once the funding program is provided to DSS-W, either by DD Form 448 (Military Interdepartmental Purchase Request) (MIPR) or DD Form 3971 (Advice of Obligation Authority), the acquisition process would not be delayed by repeated calls for amendments to increase funds. In addition, the acquisition plan would permit the scheduling of efforts, thus major projects would not be delayed awaiting funds.

#### **3-2. HQDA activities**

- a.* Funds appropriated for HQDA supply, service, and equipment expenses will be centrally administered by

DSS–W. These funds will not be subject to further suballotment. Operating Agency 22 (Office of the Secretary of the Army) has fiscal responsibility.

b. DSS–W issues to all Army staff offices specific instructions for the preparation of elements of the annual budget for Departmental supply, service, and equipment expenses. These budgets are the Operation and Maintenance, Army (OMA) (for example, study program) and Other Procurement, Army (OPA). In addition, DSS–W is responsible for the execution of these funds and the DSS–W Division of the Army Stock Fund.

c. Funds administered by DSS–W are used to support HQDA requirements for furniture and furnishings, maintenance of office equipment and furniture, purchase of new office equipment, service and special contracts, and other similar needs.

### **3–3. Non-Army and Army field activities**

Heads of field activities will arrange budgeting and funding procedures through their respective command channels. They will ensure that requisitions contain correct fund citations.

## **Chapter 4 Office Furniture and Furnishings**

### **4–1. Policy**

It is DOD policy to provide its personnel with furnishings that meet the standards cited in FPMR. Furnishings are issued subject to the availability of funds. Since a suitable working environment is necessary to provide adequate “quality of work life” at the duty station, a DOD goal is to assure (within budgetary restraints) that the office setting meets the minimum standards of regulations, professional engineering design practice, and user identification of functional requirements. Appendix C provides more detailed concerning standards for office furnishings, appendix D addresses furnishings for private offices, appendix E presents furniture configurations for open work stations, and appendix F contains modular furniture configurations.

### **4–2. Acquisition**

a. Acquisition of replacement furnishings will not be scheduled without due regard for the remaining economic life of the furnishings and their potential for continued use through refurbishing. Usable furnishings should be concentrated to extend their usefulness and maintained a suitable decor without mixing old with new. These factors also will be considered when furniture is needed for new offices. They will not be used as a means to obtain replacement furniture.

b. Decisions whether to replace or restore furnishings will be made by DSS–W.

c. Prior to the acquisition process, physical surveys will be made by DSS–W, representatives from Space and Building Management Service—Washington (S&BMS–W), and OCSA/SMD (Army Staff only) to determine the potential for realigning or repairing furnishings and to assess office decor. DSS–W will furnish personnel to participate in surveys conducted by other bureaus upon request.

### **4–3. Redistribution of furniture and furnishings**

Redistribution of furniture and furnishings within a using agency will conform to the standards cited in appendix C.

### **4–4. Exceptions**

Exceptions to the standards given in appendixes C through F may be authorized for certain positions that justify the deviations. This includes requests for specialized furnishings (for example, executive work station items). Requests for exceptions with justification will be made to the Administrative Assistant to the Secretary of the Army through the Director, DSS–W, and normal command channels.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 1–21**

Administrative Space Management. (Cited in app C.)

#### **AR 710–2**

Supply Policy Below the Wholesale Level. (Cited in paras 2–3*b* and *d*.)

#### **AR 735–5**

Basic Policies and Procedures for Property Accounting. (Cited in para 2–3*b*.)

#### **AR 735–11**

Accounting for Lost, Damaged, and Destroyed Property. (Cited in paras 2–11*a* and *b*.)

#### **DOD Directive 5335.2**

Defense Supply Services in the National Capital Region. (Cited in para 1–5 and app B.)

#### **DOD 5335.2–C–1A**

DSS–W Stock Fund Catalog. (Cited in apps C, D, and E.)

#### **DOD 5335.2–L–1A**

Listing of Supply Coordinators, Fiscal Officers and Executive Officers. (Cited in para 1–4*e*.)

#### **DOD 5335.2–M–1A**

Requisitioning Policies and Procedures, Defense Supply Service—Washington. (Cited in para 1–6*a*.)

#### **Federal Property Management Regulations**

Federal Property Management Regulations. (Cited in paras 2–8*b* and 4–1.)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

#### **Army Federal Acquisition Regulations (FAR) Supplement**

Army Federal Acquisition Regulations (FAR) Supplement

#### **DOD Federal Acquisition Regulation (FAR) Supplement**

DOD Federal Acquisition Regulation (FAR) Supplement

#### **Federal Acquisition Regulation**

Federal Acquisition Regulation

### **Section III Prescribed Forms**

#### **DA Form 2182**

Inventory of Public Property. (Cited in para 2–9*b*.)

#### **DA Form 5422–R**

Request for Bulk Fund Order. (Cited in para 1–4*c*(1).)

#### **DD Form 1262**

Administrative Service Request. (Cited in paras 1–4*c*(1) and 2–2, 2–3*c*, and 2–7.)

**DD Form 1327**

Pickup and Transfer Request. (Cited in paras 2–3*c* and 2–7.)

**Section IV**

**Referenced Forms**

**DA Form 2062**

Hand Receipt/Annex Number.

**DA Form 3971**

Advice of Obligation Authority.

**DA Form 4697**

Department of the Army Report of Survey.

**DD Form 250**

Materiel Inspection and Receiving Report.

**DD Form 375–2**

Delay in Delivery (Flash Notice.)

**DD Form 448**

Military Interdepartmental Purchase Request.

**DD Form 577**

Signature Card.

**DD Form 1149**

Requisition and Invoice/Shipping Document.

**DD Form 1155**

Order for Supplies or Services/Request for Quotations.

**DD Form 1348–1**

DOD Single Line Item Release/Receipt Document.

**Optional Form 7**

Property Pass.

**Appendix B**  
**DOD Directive 5335.2**

**B-1. Department of Defense Directive 5335.2 issued October 14, 1983**

Issue date and information for DOD Directive 5335.2 when this publication was issued:

**October 14, 1983**  
**NUMBER 5335.2**  
**ASD (C)**

**B-2. Department of Defense Directive 5335.2, current issue, issued April 21, 1993**

Issue date and information for DOD Directive 5335.2, current issue:

**April 21, 1993**  
**NUMBER 5335.2**  
**DA&M**

## **Appendix C Standards**

### **C-1. Space standards**

Space standards for DA activities in the NCR as established by DOD are explained in AR 1-21. These standards are designed to create improved work areas for all employees and are established both to improve productivity and the quality of the working environment.

### **C-2. Use of wood furniture**

The use of wood furniture is restricted to private office categories P-1, P-2, and P-3, to include those offices and open area work stations located in the immediate suites.

### **C-3. Color treatments**

Colors will be confined to those offered as standard in the Federal Supply Catalogs and Schedules. Carpet, where authorized, will be limited to colors prescribed in the DSS-W catalog DOD 5335.2-C-1A. Additional color treatment of office areas will be achieved through selection of upholstery for chairs, wall paint or covering, and drapery, where authorized.

### **C-4. Delivery of new and refurbished furniture**

Delivery of new and refurbished furniture is based upon cost reimbursement. Furniture that has been made available for reissue will be provided at no cost if items are available.

## Appendix D

### Standard Furnishings—Private Office

#### D-1. Furnishing configurations for P-2 through P-6

This appendix illustrates furnishing configurations for private office categories P-2 through P-6 (standards are not prescribed for category P-1). In addition, alternate configurations are presented to accommodate evolving office technology for categories P-5 and P-6.

#### D-2. Item descriptions and nominal dimensions provided

Item descriptions and nominal dimensions in inches are provided. Refer to the latest DSS-W catalog DOD 5335.2-C-1A for current stock numbers. Some configurations shown in appendixes E and F may be more suitable to the entire office and may be substituted for those in this appendix.

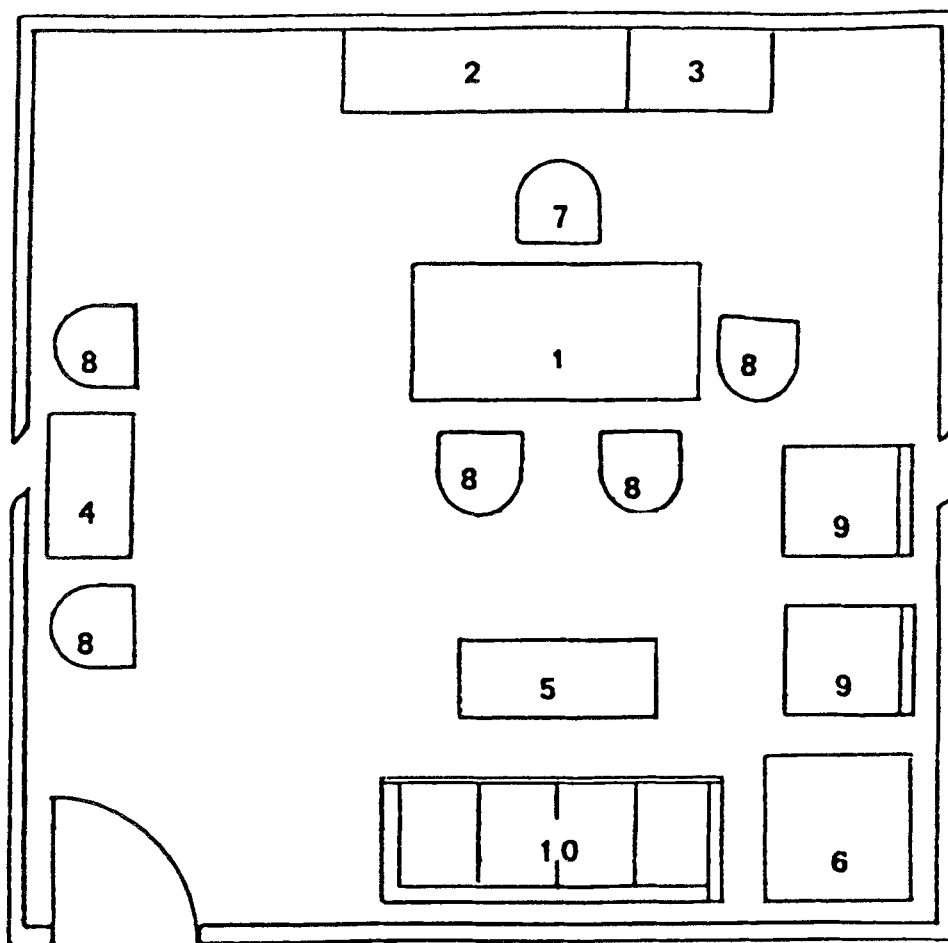
#### D-3. Furnishing configurations examples—Private office space

Examples of furnishing configurations for private office space are shown in figures D-1 through D-8. The standard items for use in private offices are listed in table D-1.

**Table D-1**  
**Standard items for private office space**

ITEM NO.	DESCRIPTION
1	Desk Double Pedestal—72" x 36" x 29½"
2	Credenza—4 Cabinets—66" x 18" x 29½"
3	Credenza (Back)—2 Cabinets—31" x 18" x 29½"
4	Telephone Cabinet—17" x 18" x 29½"
5	Coffee Table—60" x 20" x 16"
6	Occasional Table—26" x 26"
7	High Back Swivel Chair
8	Chairs—Arm or Armless, conference, revolving or side as required or authorized
9	Armless Lounge Chair
10	Arm Sofa—94" x 28"
11	Desk Double Pedestal—60" x 30" x 29½"
12	Credenza w/2 doors—66" x 18" x 29½"
13	Executive Posture Chair
14	Occasional table—26" x 22" x 14"
15	Credenza (Metal)—30" x 32" x 29½"
16	Swivel Tilt Arm Chair
17	Desk Conference (Metal)—72" x 36" x 29½"
18	Desk (Metal)—60" x 30" x 29½"
19	Credenza (Metal)—60" x 19" x 29½"
20	Table—60" x 30" x 29½"
21	Desk Double Pedestal (Metal)—60" x 30" x 29½"
22	Desk w/L Unit—72" x 60" x 29½"
23	File Cabinets—28" x 18"





Legend for Figure D-1;

DESCRIPTION	
1	Desk Double Pedestal—72" x 36" x 29½"
2	Credenza—4 Cabinets—66" x 18" x 29½"
3	Credenza (Back)—2 Cabinets—31" x 18" x 29½"
4	Telephone Cabinet—17" x 18" x 29½"
5	Coffee Table—60" x 20" x 16"
6	Occasional Table—16" x 26"
7	High Back Swivel Chair
8	Chairs—Arm or Armless, conference, revolving or side as required or authorized
9	Armless Lounge Chair
10	Arm Sofa—94" x 28"
	Carpet
	Draperies—Casement Complete—Floor to Ceiling
Space Category	ASSIGNMENT
P-1	Standards are not prescribed for the Secretary of Defense, the Secretaries, Under Secretaries, Assistant Secretaries, General Counsels, Chiefs of Staff, and Vice Chiefs of Staff of the Military Departments

Figure D-1. Space Categories P-1 and P-2

Space  
Category

ASSIGNMENT

**P-2** Administrative Assistants to the Secretaries

Deputy Under Secretaries

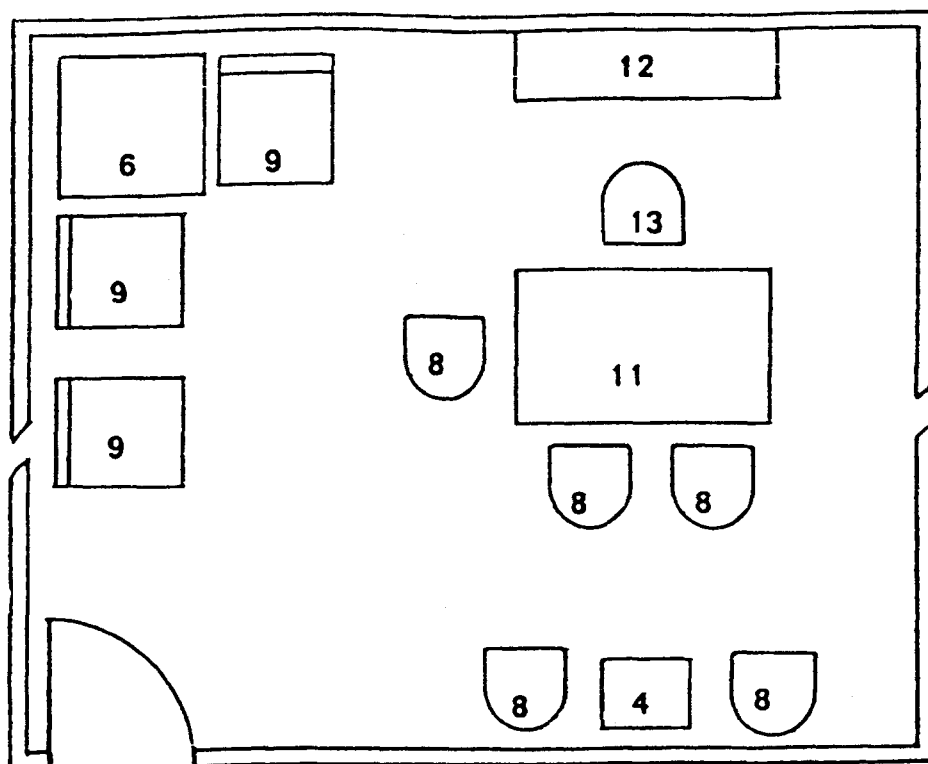
Deputy Assistant Secretaries

Deputy and Assistant Chiefs of Staff

Heads of Directorates, Commands Offices, Bureaus and Agencies reporting directly to positions in P-1

Executive Assistants in SES Grades or equivalent

**Figure D-1. Space Categories P-1 and P-2—Continued**



Legend for Figure D-2;

DESCRIPTION

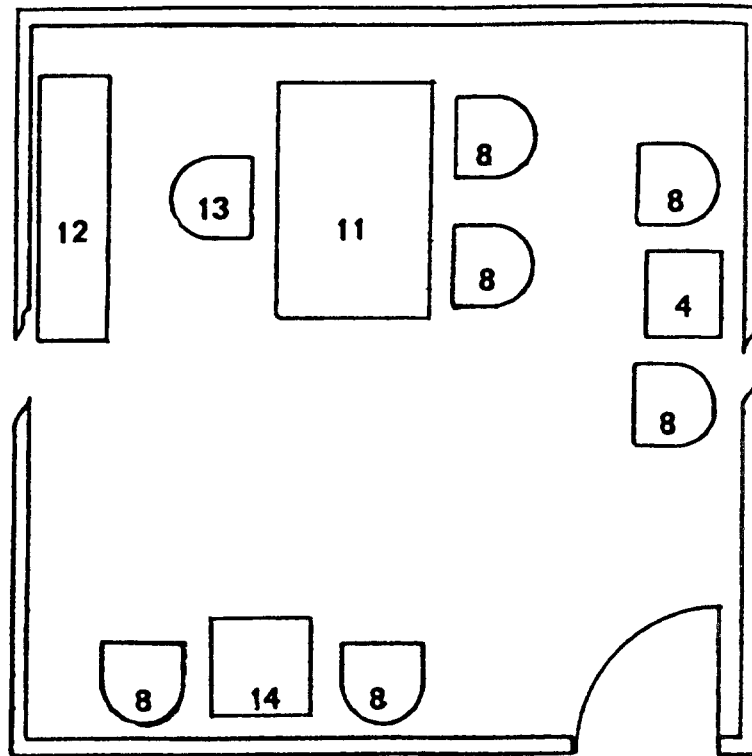
- 11 Desk Double Pedestal—60" x 30" x 29½"
- 12 Credenza w/2 Doors—66" x 18" x 29½"
- 6 Occasional Table—26" x 26"
- 4 Telephone Cabinet—17" x 18" x 29½"
- 13 Executive Posture Chair
- 8 Chairs—Arm or Armless, conference, revolving or side as required or authorized
- 9 Armless Lounge Chair
- Carpet
- Draperies—Casement Complete—Floor to Ceiling

Space  
Category

ASSIGNMENT

**P-3** Division Heads in SES Grades or O-7 and above, comparable positions. Deputies to positions in P-2 Category

**Figure D-2. Space Category P-3**

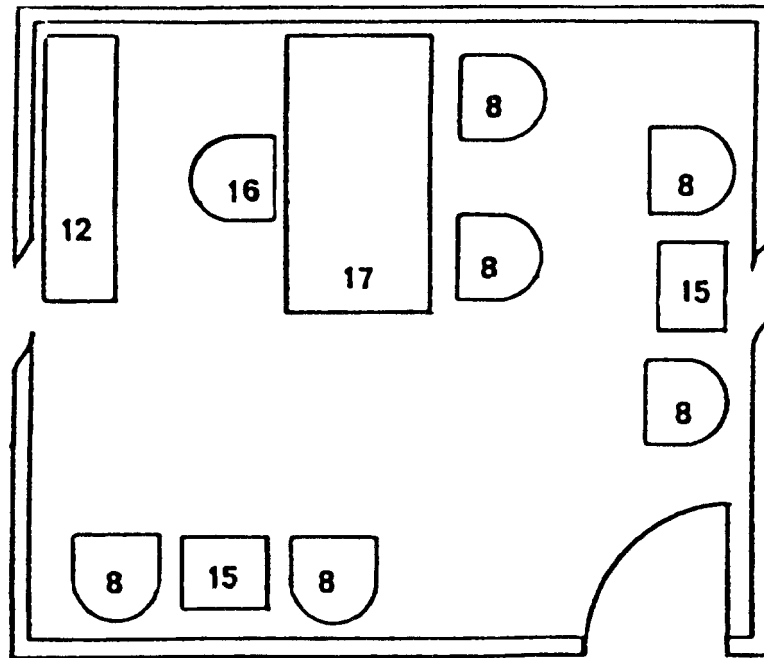


Legend for Figure D-3;

DESCRIPTION	
11	Desk Double Pedestal—60" x 30" x 29½"
12	Credenza w/2 Doors—66" x 18" x 29½"
4	Telephone Cabinet—17" x 18" x 29½"
14	Occasional Table—26" x 22" x 14"
13	Executive Posture Chair
8	Chairs—Arm or Armless, conference, revolving or side as required or authorized
	Carpet

Space Category	ASSIGNMENT
<b>P-4</b>	Division Heads in Grades GS-15/14 or O-6 who require private offices, comparable positions
	Branch Heads in Grades GS-15/14 or O-6 who report to Division Heads in P-3 category and require private offices, comparable positions
	Deputies to positions in P-3 category, who require private offices
	Professional or administrative personnel in SES Grades or O-7 and above who require private offices

**Figure D-3. Space Category P-4—GS 15-/14 or O-7, O-6**



Legend for Figure D-4;

#### DESCRIPTION

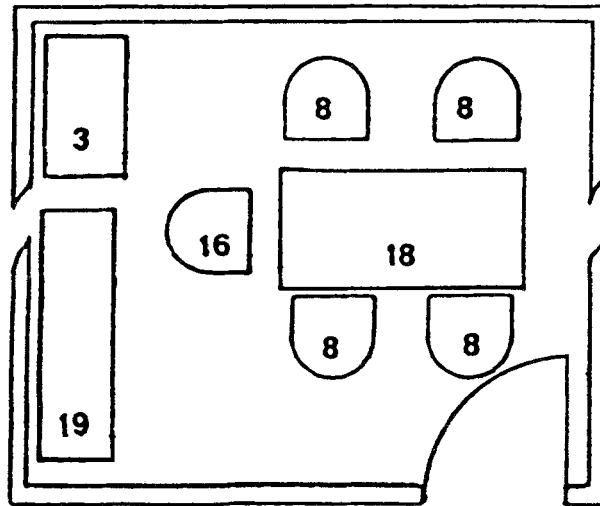
- 17 Desk Conference—(Metal) 72" x 36" x 29½"
- 12 Credenza w/2 Doors—66" x 18" x 29½"
- 15 Credenza (Metal)—30" x 32" x 28½"
- 16 Swivel Tilt Arm Chair
- 8 Chairs—Arm or Armless, conference, revolving or side as required or authorized
- Carpet

Space  
Category

#### ASSIGNMENT

**P-4** Division Heads in Grades GS-14 who require private offices, comparable positions  
Branch Heads in Grades GS-14 or O-6 who report to Division Heads in P-3 category and require private offices, comparable positions

**Figure D-4. Space Category P-4—GS 14**



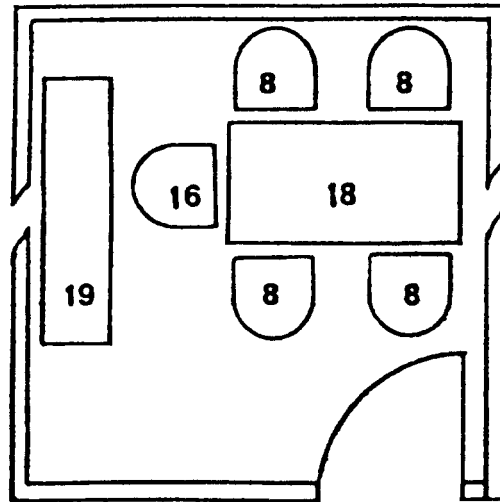
Legend for Figure D-5;

DESCRIPTION	
18	Desk (Metal)—60" x 30" x 29½"
19	Credenza (Metal)—60" x 19" x 29½"
3	Credenza (Back)—2 Cabinets—31" x 18" x 29½"
16	Swivel Tilt Arm Chair
8	Chairs—Arm or Armless, conference, revolving or side as required or authorized

Space Category	ASSIGNMENT
<b>P-5</b>	Division Heads in Grades GS-13 or O-5 who require private offices, comparable positions
	Branch Heads in Grades GS-15/14 or O-6 and O-5 who report to Division Heads in P-4 category and require private offices, comparable positions
	Professional or administrative personnel in Grades GS-15/14 or O-6 who require private offices

**Figure D-5. Space Category P-5**



Legend for Figure D-6;

---

DESCRIPTION

---

- 18 Desk (Metal)—60" x 30" x 29½"
  - 19 Credenza (Metal)—60" x 19" x 29½"
  - 16 Swivel Tilt Arm Chair
  - 8 Chairs—Arm or Armless, conference, revolving or side as required or authorized
- 

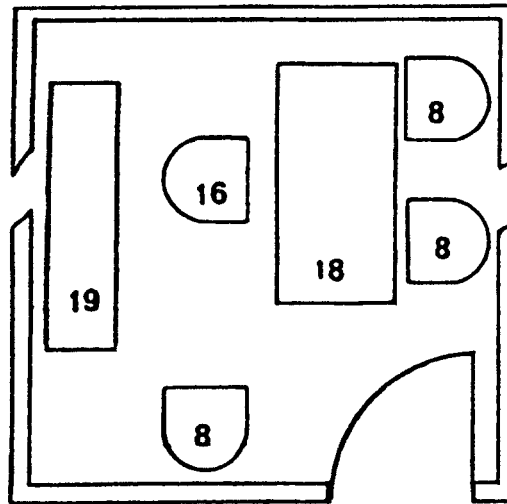
Space  
Category

ASSIGNMENT

**P-6** Branch Heads in Grades GS-12, O-4 and below who require private offices, comparable positions  
Professional or administrative personnel in Grades GS-13, O-5 and below who require private offices

**Figure D-6. Space Category P-6**

---



Legend for Figure D-7;

#### DESCRIPTION

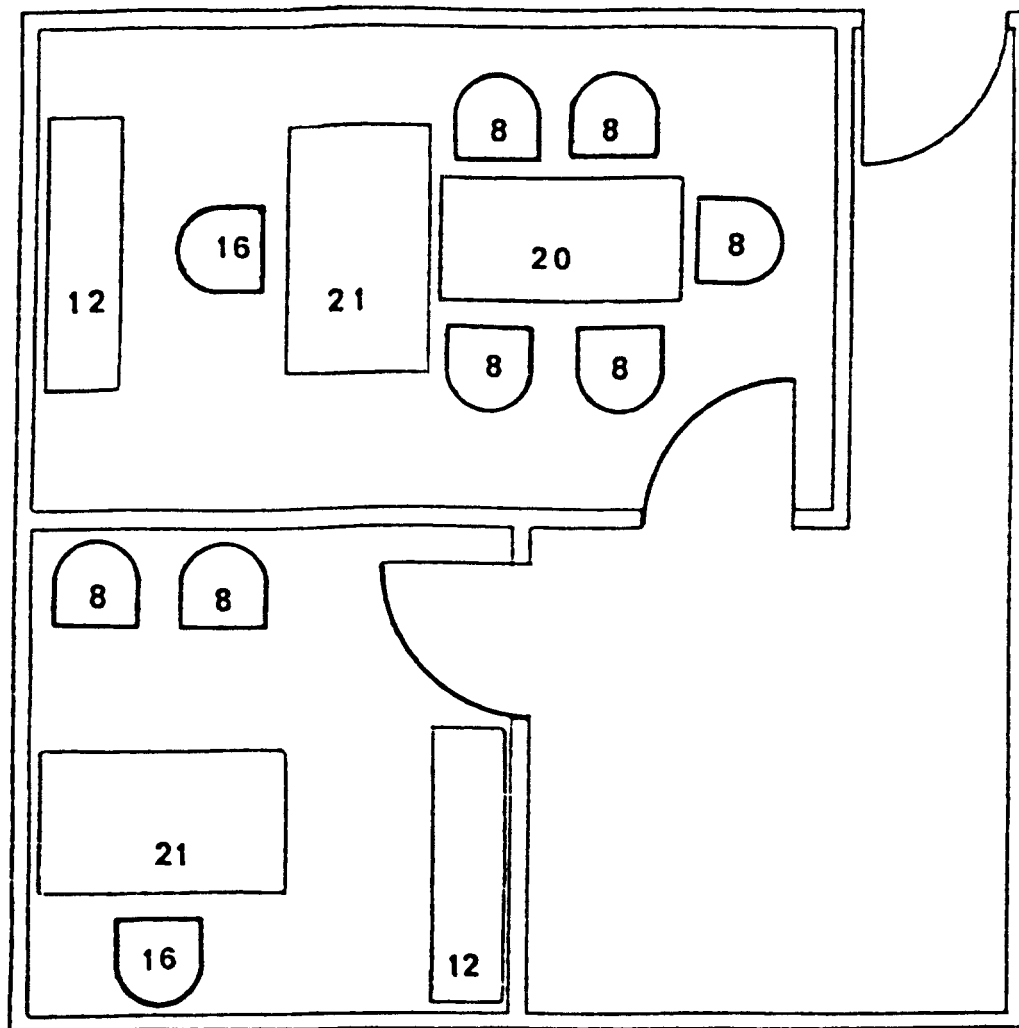
- 18 Desk (Metal)—60" x 30" x 29½"
- 19 Credenza (Metal)—60" x 19" x 29½"
- 16 Swivel Tilt Arm Chair
- 8 Chairs—Arm or Armless, conference, revolving or side as required or authorized

Space  
Category

#### ASSIGNMENT

**P-6A** Branch Heads in Grades GS-12, O-4 and below who require private offices, comparable positions  
Professional or administrative personnel in Grades GS-13, O-5 and below who require private offices

**Figure D-7. Space Category P-6A**



Legend for Figure D-8;

Space Category	Item No.	Description
P-5	21	Desk double Pedestal (Metal)—60" x 30" x 29½"
	20	Table—60" x 30" x 29½"
	16	Swivel Tilt Arm Chair
	12	Credenza w/2 doors—66" x 18" x 29½"
	8	Chairs—Arm or Armless, conference, revolving or side as required or authorized
P-6	21	Desk double Pedestal (Metal)—60" x 30" x 29½"
	16	Swivel Tilt Arm Chair
	12	Credenza w/2 doors—66" x 18" x 29½"
	8	Chairs—Arm or Armless, conference, revolving or side as required or authorized

Space  
Category

#### ASSIGNMENT

**P-5—P-6** Professional or Administrative personnel in Grades GS-15/14, or O-6 who require private offices. Branch Heads in grade GS-12, O-4 and below who require private offices, comparable positions. Professional or administrative personnel in Grades GS-13, O-5 and below who require private offices.

**Figure D-8. Space Categories P-5 and P-6**



## Appendix E

### Standard Furnishings—Open Work Station

#### E-1. Standard Furnishings—Categories O-1 through O-3

This appendix contains standard furnishing configurations for categories O-1 through O-3. Alternate modular furnishing configurations which were developed to accommodate evolving office technology are shown in appendix F.

#### E-2. Item descriptions and nominal dimensions provided

Since stock numbers change, item descriptions and nominal dimensions in inches are provided. Refer to the latest DSS-W catalog DOD 5335.2-C-1A for current numbers.

#### E-3. Furnishing configurations examples—Open work stations

Examples of furnishing configurations for open work stations are shown in figure E-1. The standard items for use in open work stations are listed in table E-1.

**Table E-1**  
**Standard items for open work stations**

ITEM NO.	DESCRIPTION
1	Desk Double Pedestal—72" x 36" x 29½"
2	Credenza—4 Cabinets—66" x 18" x 29½"
3	Credenza (Back)—2 Cabinets—31" x 18" x 29½"
4	Telephone Cabinet—17" x 18" x 29½"
5	Coffee Table—60" x 20" x 16"
6	Occasional Table—26" x 26"
7	High Back Swivel Chair
8	Chairs—Arm or Armless, conference, revolving or side as required or authorized
9	Armless Lounge Chair
10	Arm Sofa—94" x 28"
11	Desk Double Pedestal—60" x 30" x 29½"
12	Credenza w/2 doors—66" x 18" x 29½"
13	Executive Posture Chair
14	Occasional table—26" x 22" x 14"
15	Credenza (Metal)—30" x 32" x 29½"
16	Swivel Tilt Arm Chair
17	Desk Conference (Metal)—72" x 36" x 29½"
18	Desk (Metal)—60" x 30" x 29½"
19	Credenza (Metal)—60" x 19" x 29½"
20	Table—60" x 30" x 29½"
21	Desk Double Pedestal (Metal)—60" x 30" x 29½"
22	Desk w/L Unit—72" x 60" x 29½"
23	File Cabinets—28" x 18"

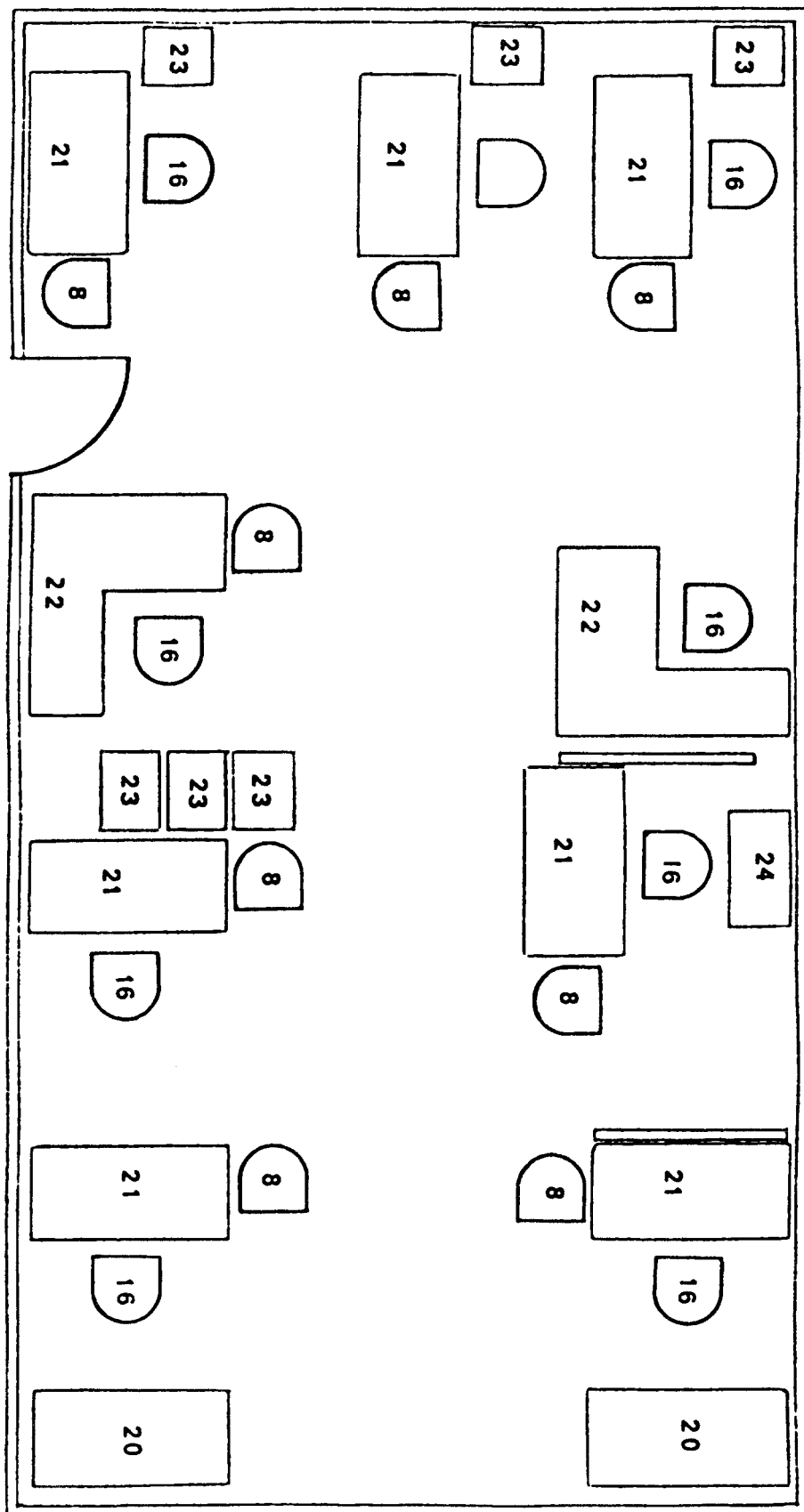


Figure E-1. Space Categories O-1 through O-3

**Table E-2**  
**Table for Figure E-1: O-1, O-2, O-3 Combination**

Item No.	Description
21	Desk double pedestal (metal)—60" x 30" x 29½"
16	Swivel tilt arm chair
23	File cabinets—28" x 18"
8	Chairs—arm or armless, conference, revolving or side as required or authorized
Space Category	Assignment
O-1	Unit supervisors in Grade GS-9, E8, WO, 01 or above who supervise six or more employees
Item No.	Description
22	Desk w/L unit—72" x 60" x 29½"
16	Swivel tilt arm chair
23	File Cabinets—28" x 18"
8	Chairs—arm or armless, conference, revolving or side as required or authorized
Space Category	Assignment
O-2	Professional and administrative personnel in Grade GS-7, E-8, WO, 01, or above more employees Unit supervisors in Grade GS-8, E7, or below, who supervise six or more employees
Item No.	Description
21	Desk double pedestal (Metal)—60" x 30" x 29½"
16	Swivel tilt arm chair
20	Table—60" x 30" x 29½"
8	Chairs—arm or armless, conference, revolving or side as required or authorized
Space Category	Assignment
O-3	Clerical, stenographic, and all other personnel

## Appendix F

### Modular Furnishings

#### F-1. Modular furniture configurations—general guide

Modular furniture configurations shown in figures F-1 through F-4 and the list of modular items in table F-1 will be used as a general guide. Specific areas may require adjustments to a standard module (for example, instead of two 48-inch work surfaces backed up to two 48-inch panels, it may be necessary or desirable to substitute one 60-inch and one 36-inch work surface and one 60-inch, plus one 36-inch panel).

#### F-2. Configuration diagrams provided

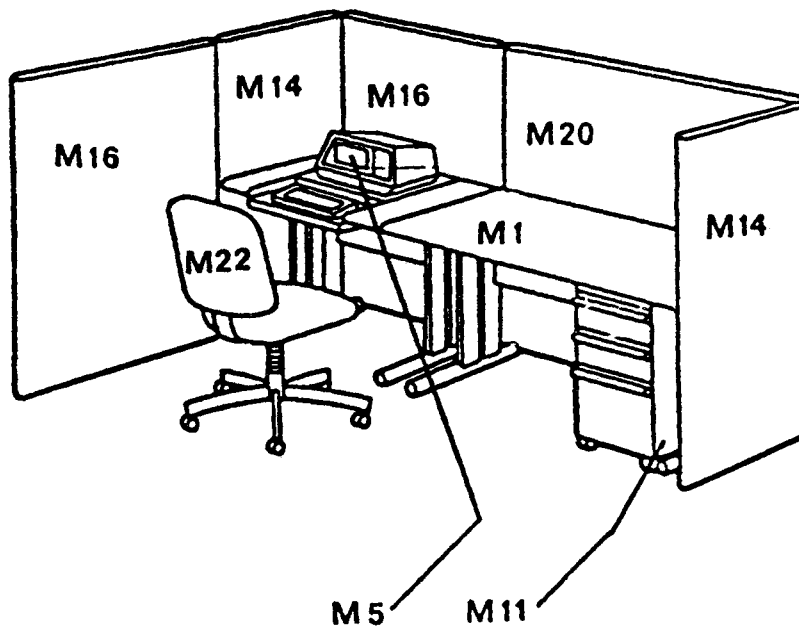
A sketch of the configuration and single and multiple (four units) diagrams are shown for clerical, data entry (two modules), word processing center, and supervisory arrangements.

#### F-3. Other configurations

Other configurations and arrangement will be utilized as physical and organizational conditions dictate.

**Table F-1**  
**Standard items for modular furnishing configurations**

Item No.	Description
M1	Table, Desk (Open Base)—60" x 30" x 29½"
M2	Table, Task (Open Base)—48" x 30" x 29½"
M3	Table, Task (Open Base)—36" x 30" x 29½"
M4	Accessory Filler—30" x 30" x 30"
M5	Stand, Office Machine—36" x 30" x 29½"
M8	Storage Shelf—48" x 18¾" x 13¾"
M6	Storage Shelf w/o doors—30" x 18¾"
M7	Storage Shelf w doors—48" x 18¾" x 13¾"
M9	Worksurface—66" x 30" x 29½"
M10	Table Task (Open Base)—Typing—48" x 24" x 26"
M11	Pedestal Mobile—27¾" x 15½" x 19"
M12	Panel—24" x 60"
M13	Panel—24" x 67"
M14	Panel—30" x 60"
M15	Panel—30" x 67"
M16	Panel—36" x 60"
M17	Panel—36" x 67"
M18	Panel—48" x 60"
M19	Panel—48" x 67"
M20	Panel—60" x 60"
M21	Panel—60" x 67"
M22	Chair, Rotary w/o arms (ergonomic)
M23	Chair, Rotary w arms (ergonomic)
M24	Chair, Rotary w or w/o arms (ergonomic)

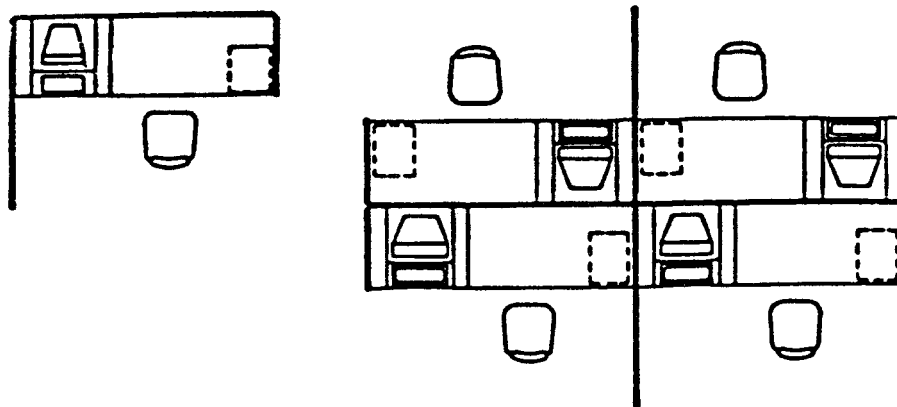


Legend for Figure F-1;

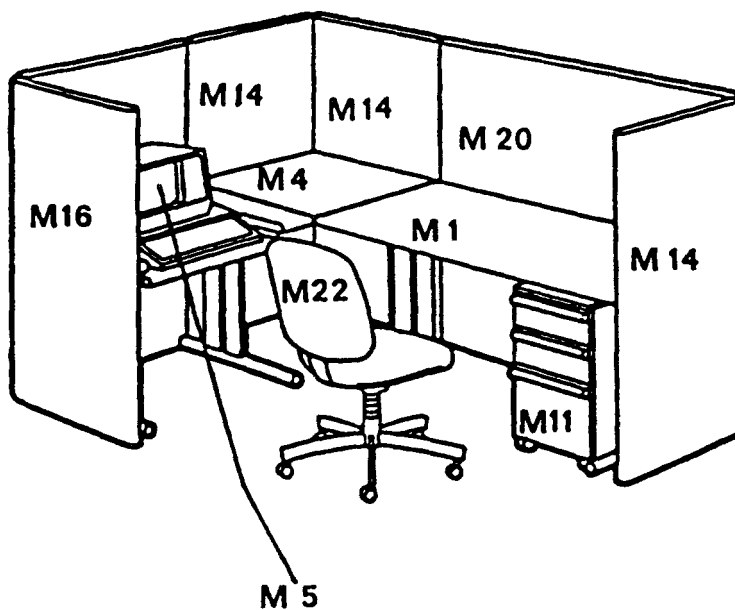
Item No.	Description
M11	Pedestal Mobile—27 $\frac{3}{4}$ " x 15 $\frac{1}{2}$ " x 19"
M1	Table, Desk (Open Base)—60" x 30" x 29 $\frac{1}{2}$ "
M5	Stand, Office Machine—36" x 30" x 29 $\frac{1}{2}$ "
M22/M24	Chair, Rotary w or w/o arms (ergonomic)
M14	Panel—30" x 60"
M16	Panel—36" x 60"
M20	Panel—48" x 60"

\* (Although 60" and 67" Panels are available, only the 60" Panel is shown in this configuration.)

**Figure F-1. Supervisory Personnel\***



**Figure F-1. Supervisory Personnel—Continued**



Legend for Figure F-2;

Item No.	Description
M11	Pedestal Mobile—27¾" x 15½" x 19"
M1	Table, Desk (Open Base)—60" x 30" x 29½"
M5	Stand, Office Machine—36" x 30" x 29½"
M22	Chair, Rotary w/o arms (ergonomic)
M14	Panel—30" x 60"
M4	Accessory Filler—30" x 30" x 30"
M16	Panel—36" x 60"
M20	Panel—60" x 60"

\* (Although 60" and 67" Panels are available, only the 60" Panel is shown in this configuration.)

Figure F-2. Data Entry Personnel\*

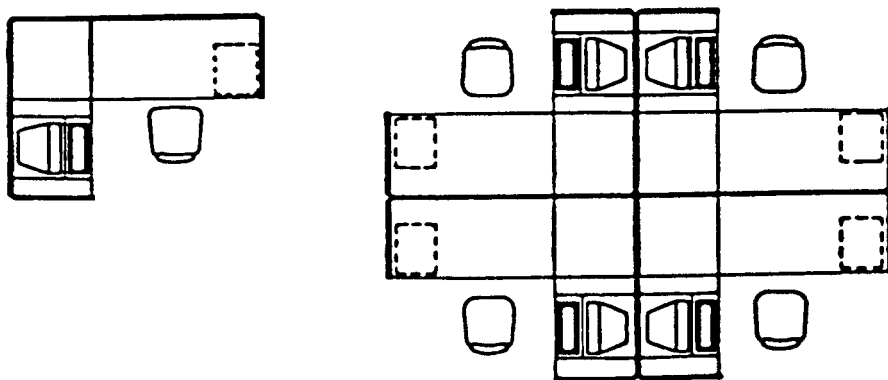
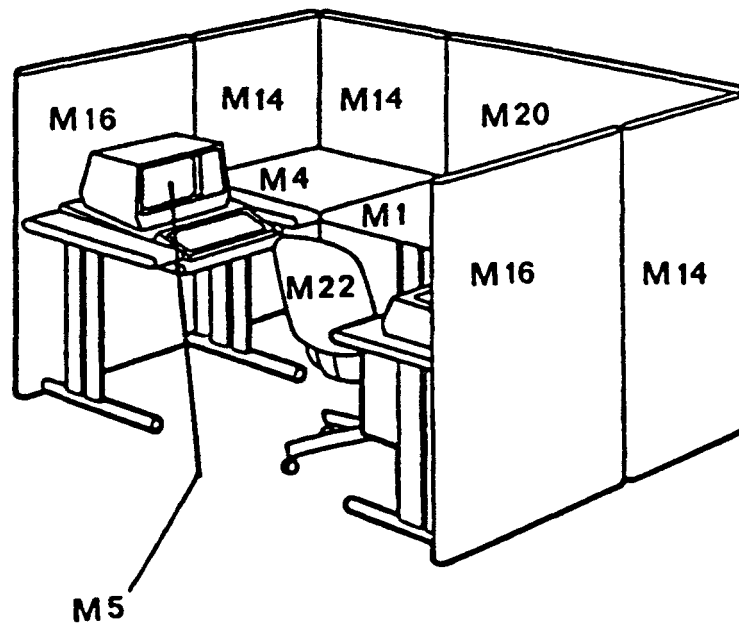


Figure F-2. Data Entry Personnel—Continued

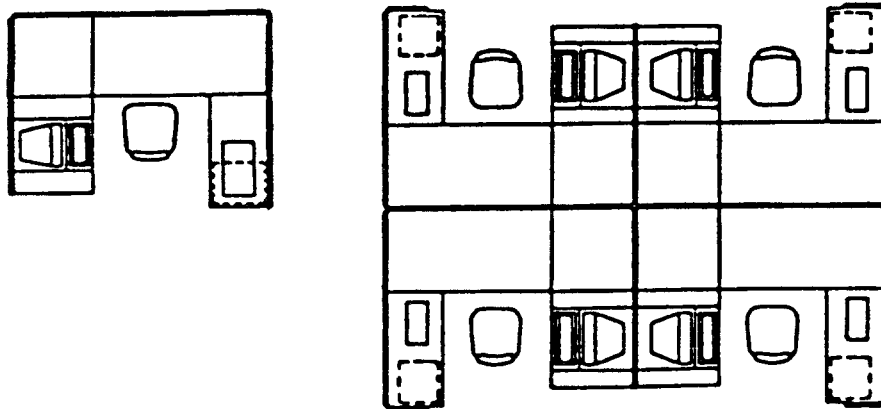


Legend for Figure F-3;

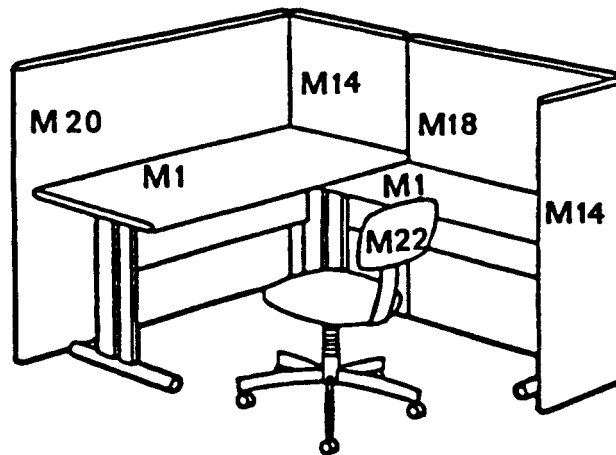
Item No.	Description
M1	Table, Desk (Open Base)—60" x 30" x 29½"
M4	Accessory Filler—30" x 30" x 30"
M5	Stand, Office Machine—36" x 30" x 29½"
M22	Chair, Rotary w/o arms (ergonomic)
M14	Panel—30" x 60"
M16	Panel—36" x 60"
M20	Panel—60" x 60"

\* (Although 60" and 67" Panels are available, only the 60" Panel is shown in this configuration.)

**Figure F-3. WPC Personnel\***



**Figure F-3. WPC Personnel—Continued**

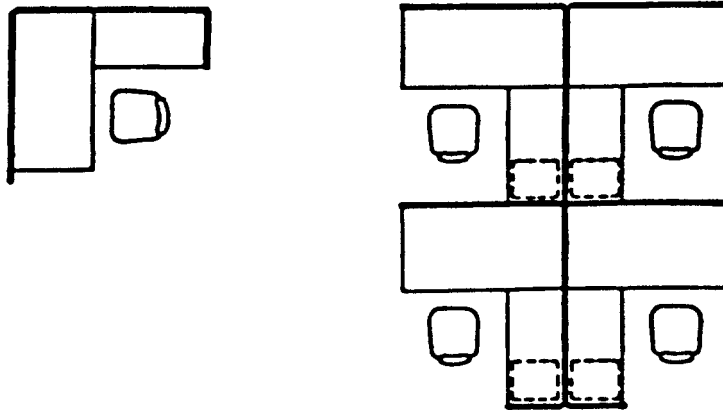


Legend for Figure F-4;

Item No.	Description
M1	Table, Desk (Open Base)—60" x 30" x 29½"
M2	Table, Task (Open Base)—48" x 30" x 29½"
M22	Chair, Rotary w/o arms (ergonomic)
M14	Panel—30" x 60"
M18	Panel—48" x 60"
M20	Panel—60" x 60"

\* (Although 60" and 67" Panels are available, only the 60" Panel is shown in this configuration.)

**Figure F-4. Clerical Personnel\***



**Figure F-4. Clerical Personnel—Continued**



**UNCLASSIFIED**

**PIN 000226-000**

# USAPD

ELECTRONIC PUBLISHING SYSTEM  
OneCol FORMATTER WIN32 Version 202

PIN: 000226-000

DATE: 06- 2-03

TIME: 15:44:49

PAGES SET: 30

---

DATA FILE: C:\Wincomp\sueqcc.fil

DOCUMENT: AR 1-39

SECURITY: UNCLASSIFIED

DOC STATUS: NEW PUBLICATION